

Procedures for Receiving/Processing Invoices/IPACs

ARC/ANA

(updated – 11/09/2004)

Step	Time Frame	Action
1.	1 st Business Day	<p>Administrative Assistant accesses electronic invoices through the Arcaccountspayable@bpd.treas.gov mailbox, at least twice daily. As invoices are received, they are forwarded to the FMB mailbox. Once forwarded, the electronic invoices should be moved from the Arcaccountspayable “INBOX” folder to the Arcaccountspayable FMB MAILBOX folder. (This will ensure that only new invoices will be visible in the Arcaccountspayable Inbox.) The ARC accounting tech will monitor the FMB mailbox daily for new invoices. (Note: vendors have been instructed to electronically mail all invoices directly to ARC. Therefore, our log date will be the email date.) As new invoices are received, the ARC technician will email the invoice and electronic approval sheet to the approving official/COTR following steps 2-7 below.</p> <p>IPACs are received daily. The lead technicians print and distribute a daily listing of all of the previous days transactions to the appropriate accounting technicians for processing. Dates and accounting periods are identified within the IPAC document. The ARC technician will use the digital sender to scan the ARC IPACs and then email them to the approving official/COTR, along with the electronic approval sheet, following steps 2-7 below.</p> <p>As paper invoices are received, they are date stamped (logged in) by the Administrative Assistant and forwarded to the technician for processing. The ARC technician will use the digital sender to scan these paper invoices and then email them to the approving official/COTR, along with the electronic approval sheet, following steps 2-7 below.</p> <p>The Lead Technicians will be the primary backup for the Administrative Assistant. The processing accountants, supervisors and branch manager will also have access to the Arcaccountspayable@bpd.treas.gov mailbox.</p>
2.	1 st -2 nd Business Day	<p>Accounting Technician will determine the following information relating to the invoice:</p> <ul style="list-style-type: none"> - The obligation is in Oracle, the lines to be referenced, amount, fund and BOC per line (if able to determine) - if enough funding is available per line (see Discoverer report “ARC Federal Status of Funds-Open Obligations amounts”) - Who the approving official /COTR is <p>The technician will then e-mail the invoice, from the FMB mailbox, along with the electronic approval sheet (Attachment A) to the approving official/COTR for certification.</p> <p>The technician sets up a tickler file to monitor the status of the invoices outstanding to the approving official/COTR.</p> <p><i>Note #1: If ARC receives an invoice that lacks the required information on the document to make it a proper invoice (see Prompt Pay Act Fact sheet), ARC will return the invoice to the vendor. Invoices need to be returned within seven (7) calendar days. (Use standard cover memo for Returning Improper Invoices.)</i></p> <p><i>Note #2: If ARC receives invoices where corresponding obligation lacks proper funding, ARC will contact the approving official (1st attempt) or Contract Administrator (2nd attempt) to begin the modification/ratification process.</i></p>

3.	3 rd -7 th Business Day	<p>Approving official reviews and accepts or rejects invoice. He/she returns the invoice and approval sheet via e-mail to the FMB mailbox. <i>See step 7 below.</i></p> <p>If the approver rejects the invoice, the accounting technician returns the invoice to the vendor. (Using the standard cover memo for returning improper invoices).</p>
4.	7 th or 8 th Business Day	<p>If applicable, ARC will contact the approving official and inquire about the status of certification via email. <i>See step 7 below.</i></p> <p><i>Note: The approving official's Manager will serve as the back-up when the approving official is in leave status.</i></p>
5.	9 th or 10 th Business Day	<p>If applicable, ARC will follow-up with the approving official and inquire about the status of certification via email. <i>See step 7 below.</i></p> <p><i>Note: The approving official's Manager will serve as the back-up when the approving official is in leave status.</i></p>
6.	15 th Business Day	<p>If ARC has not received the certified invoice from the approving official or sufficient funding has not been provided by the 15th business day, the Accounting Technician will again contact the COTR, via email, and inform the COTR that timely payment cannot be guaranteed unless received by COB that day.</p> <p><i>See step 7 below.</i></p>
7.	Upon certification	<p>Invoices must be certified by the COTR and returned to the technician through the COTR's email account, the email, including the electronic approval sheet as an attachment, will serve as the electronic signature for the approval sheet. (Therefore, the email must be received directly from the COTR/approving official.) When COTR/approving official returns electronically signed approval sheet, the ARC technician will continue the payment process by entering the document in Oracle as an invoice for payment, per the appropriate AP Invoice QRG. The ARC technician may validate payments under \$2500, however, payments over \$2500 must be validated by a Lead Technician or Accountant. Since corrections can not be made after the first attempt at validation, the ARC technician should not attempt to validate any invoice over \$2500, but instead take the invoice to a lead technician or accountant for final validation.</p> <p>Once the invoice has been approved for payment, file a copy of the invoice along with the electronic certification and accompanying email in the applicable obligation folder referenced on the invoice. File all payments on the right side of the folder, in the order paid, with the latest payment on top. The left hand side of the folder should include a copy of the obligating document, and all modifications, along with any email correspondence referencing the obligation</p>

ARC INVOICE/IPAC APPROVAL SHEET

Invoice Section – Designated Approver

Invoice/IPAC #	
Invoice/IPAC Date	
Vendor Name	
Invoice/IPAC Amount	

Funding Section –Designated Approver

Obligation #		Release #					
PO Line #	Amount	BFY	Fund	Cost Center	Reporting Category	Project	BOC

☐ If checked please see next page for additional funding strips.

Approval Section – Designated approver ONLY

☐ I approve the invoice/IPAC for the FULL amount **(please fill in certification section)**

☐ I approve the invoice, but wish to short pay, the approved payment amount is
(please fill in certification section)

Reason for shortpay:

☐ I wish to reject the invoice or chargeback the IPAC to the vendor **(skip certification section)**

Reason for rejection

Certification Section – Designated approver ONLY

I certify that the goods and/or services listed on the above referenced invoice have been received and/or rendered on and are proper for payment.

Name Date